

## **Purpose**

Use this procedure to change your password, modify your name or E-mail address, or update emergency notification information.

## Trigger

Perform this procedure when you are needing to make updates to your personal information that is displayed in NASA Enterprise Directory (NED)

#### Menu Path

Use the following menu path(s) to begin this transaction:

<a href="https://idmax.nasa.gov">https://idmax.nasa.gov</a>

# **Helpful Hints**

 The R/O/C column in the field description tables below indicates whether the field is a process Requirement, Optional, or Conditional.

With Simplified Logon you will no longer need to enter your AUID (Agency User ID) and Password to access IdMAX. If this feature has been disabled in your web brower then you will need to know the following information:

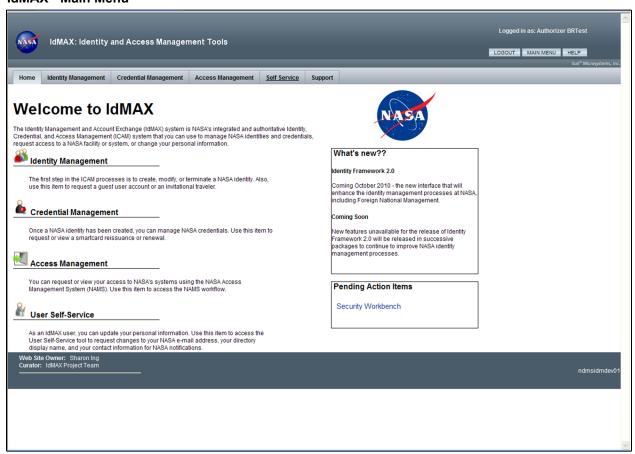
- Your Agency User ID (AUID) and password
- o Answers to the security questions used to setup your NASA Profile



#### **Procedure**

1. Start the procedure using the IdMAX URL: https://idmax.nasa.gov

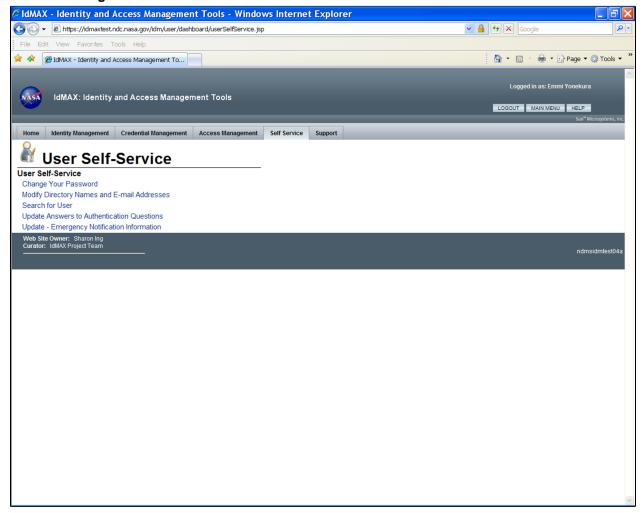
#### IdMAX - Main Menu



- 2. Click the Self Service tab to access the User Service tool.
  - User Self Service is also accessible through the User Self-Service link located on the main menu page.



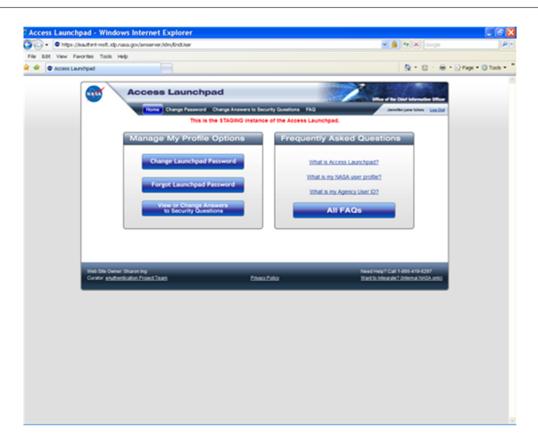
# **IdMAX - Change Your Password**



3. Click the Change Your Password Change Your Password link to access Launchpad.

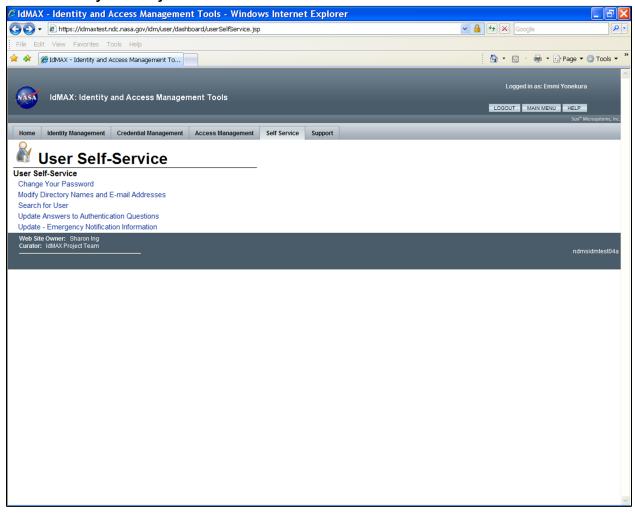
**Access Launchpad** 







## **IdMAX - Modify Directory Names and Email Addresses**



4. Click the Modify Directory Names and E-mail

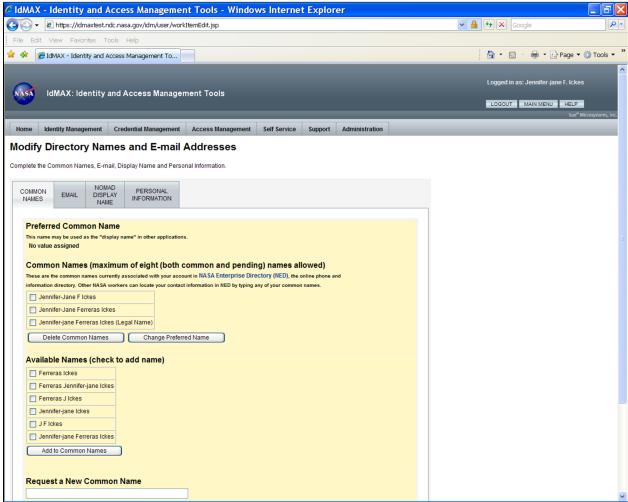
**Addresses** Modify Directory Names and E-mail Addresses link to modify the identities Name or E-mail address that is displayed in the NASA Enterprise Directory (NED).



The user or Identity Requestor will have access to make the necessary changes in the *Modify Directory Names and E-mail Addresses* link.



## IdMAX - Modify Directory Names and E-mail Addresses-Common Names



5. COMMON NAMES Displayed is the **COMMON NAMES** tab. Check the box next the common name(s) Delete Common Names and click the **Delete Common Names** button to delete a common name that is associated with NASA Enterprise Directory (NED). To change the Preferred Common Name that is listed; check the box next to the desired name and Change Preferred Name click the Change Preferred Name button. To Add a Common Name to the Common Names list click the desired name and click the Add to Add to Common Names

button.

Common Names



To Request a New Common Name fill in the blank and click the **Request New Common**Name

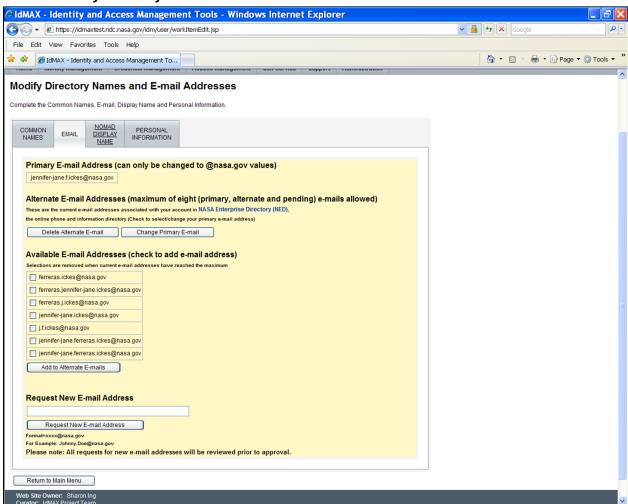
Request New Common Name

button.



The Postmaster or designee will have to approve the New Common Name request before it will be displayed.

# IdMAX - Modify Directory Names and E-mail Addresses-E-mail



6.

Click the **EMAIL** tab to view / update the identities E-mail address. Check the box next the alternate E-mail Addresses and click the **Delete Alternate E-mail** 

Delete Alternate E-mail

**EMAIL** 

button to delete an alternate E-mail that is displayed in NED.



To change the Primary E-mail Address that is listed; check the box next to the desired name and click the **Change Primary E-mail** button.

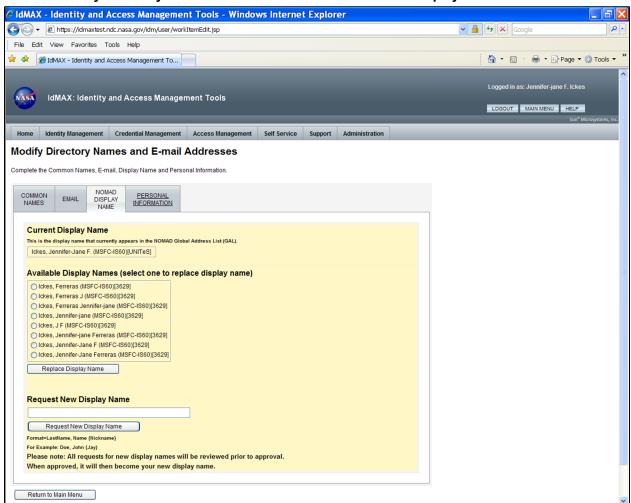
To Add an Alternate Email to the Available E-mail list click the desired name and click the Add to Alternate E-mails button.

To Request a New E-mail Address fill in the blank and click the **Request New E-mail Address**Button.



The Postmaster or designee will have to approve the New E-mail request before it will be displayed.

### IdMAX - Modify Directory Names and E-mail Addresses-NOMAD Display Name





Click the NOMAD DISPLAY NAME NAME tab view / update the identities NOMAD Display Name.

To change the Current Display Name; Click the radio button next to the desired display name and click the Replace Display Name button.

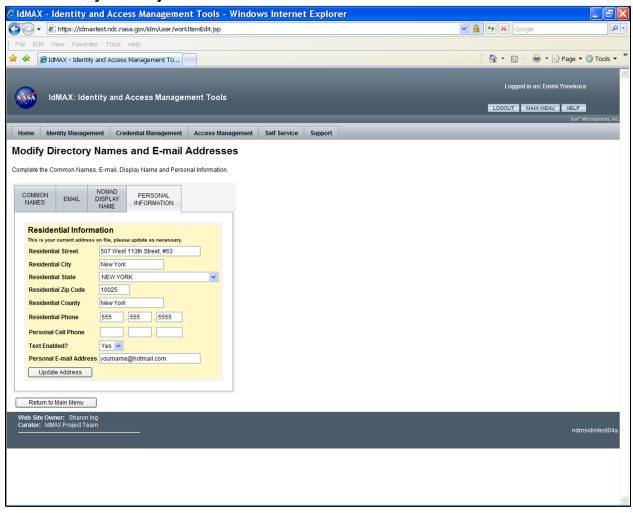
To Request a New Display Name fill in the blank and click the **Request New Display Name**Request New Display Name

button.

The Postmaster or designee will have to approve the New Display Name request before it will be displayed. When approved it will become your new display name.



## IdMAX - Modify Directory Names and E-mail Addresses-Personal Information



8.

Click the PERSONAL INFORMATION tab to update the identities Personal Residential Information. View / Update the Residential Street, Residential City, Residential State, Residential Zip Code, Residential County, Residential Phone, Personal Cell Phone, Personal E-mail

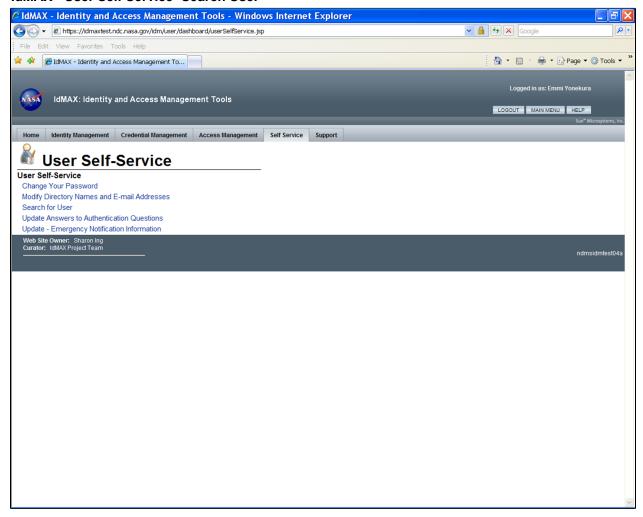
**PERSONAL** 

Address. Click the *Update Address* to save the changes that have been made to the Personal Information tab.

9. Click the Return to Main Menu Return to Main Menu button

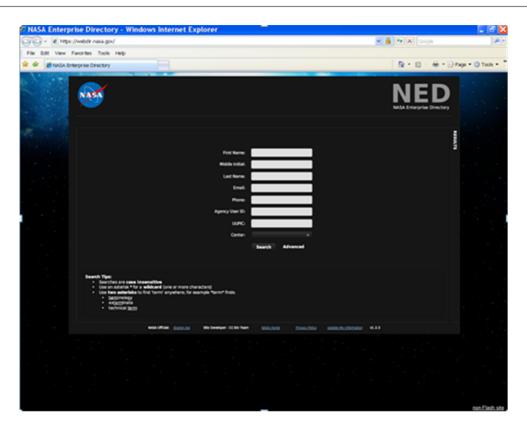


#### IdMAX - User Self Service- Search User



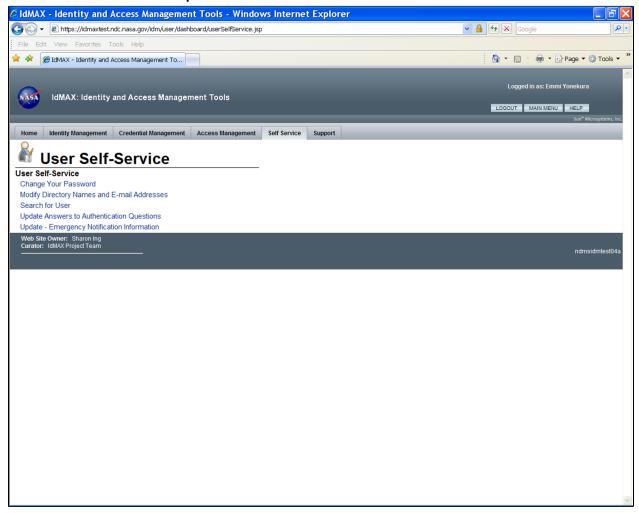
10. Click the Search for User Search for User link to access the NASA Enterprise Directory (NED)







# IdMAX - User Self-Service-Update Answers to Authentication Questions

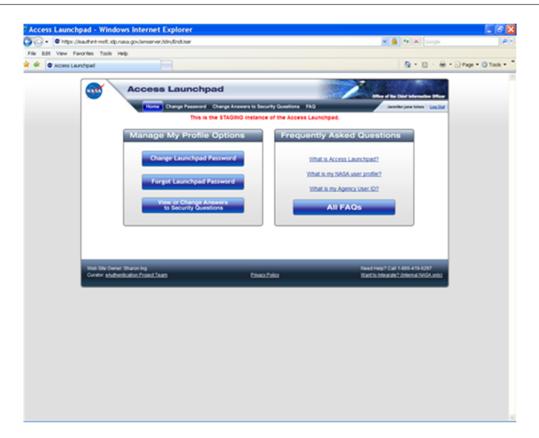


# 11. Click the Update Answers to Authentication

Questions Update Answers to Authentication Questions. link the access Launchpad.

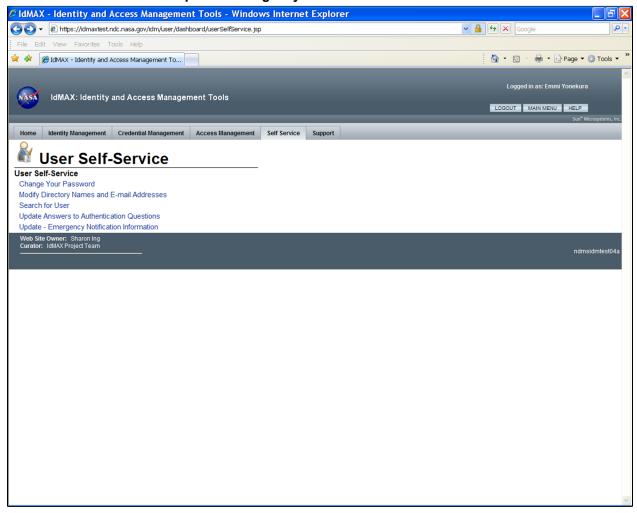
**Access Launchpad** 







# IdMAX - User Self-Service-Update- Emergency Notification Information

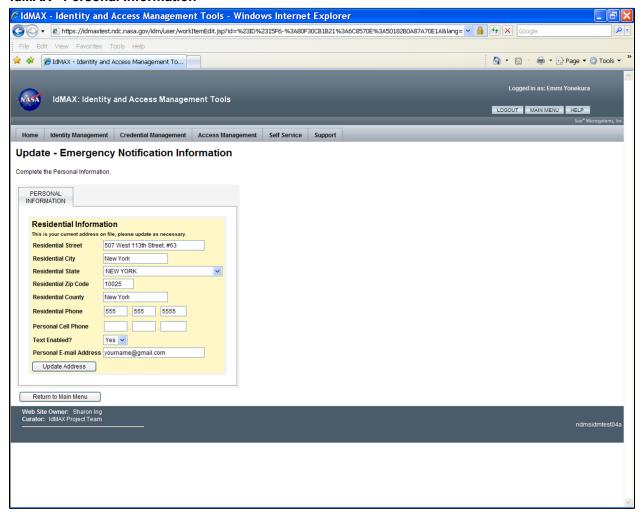


# 12. Click the Update - Emergency Notification

**Information** Update - Emergency Notification Information link to update the identities personal residential information.



#### **IdMAX - Personal Information**



13.

Click the PERSONAL INFORMATION INFORMATION tab to update the identities Personal Residential Information. As required, complete / review the following fields: Residential Street, Residential City, Residential State, Residential Zip Code, Residential County, Residential Phone,

**PERSONAL** 

Personal Cell Phone, Personal E-mail Address. Click the *Update Address* Update Address to save the changes that have been made to the Personal Information tab.

The information displayed on the PI tab will be used for the Emergency Notification System.

14. Click the Return to Main Menu Return to Main Menu button to return to the IdMAX Main Menu.



**15.** Congratulations! You have completed this task.



# Result

You have successfully made updates using the User Self-Service tool.